

# Retention and Classification Report

**Agency:** Davis County (Utah). Library (2470)

Davis Co. Library  
133 South Main, P.O. Box 618  
Farmington, UT 84025  
451-2322

**Records Officer** Yvonne Christensen

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**AGENCY:** Davis County (Utah). Library

**SERIES:** 11104

4

**TITLE:** Annual reports

**DATES:** 1948-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Annual report by the library director required by UCA 37-3-7 (1992) on the "condition and operation of the library, including a financial statement" to inform the general public, board of directors and other officials on the operations of the library. Includes income and expenditure budget figures, circulation, and a brief description of the year's activities.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/06/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11104

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on its primary administrative needs expressed by the office and its secondary historical value to researchers on library and community studies.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11103

3

**TITLE:** Board of Directors meeting agenda and minutes

**DATES:** 1945-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Official minutes and agenda of regular and special meetings of the Davis County Library Board of Directors, include the agenda, dates and times meetings convened and adjourned, board members present and excused, a summary of the proceedings of meetings including motions, votes, discussions, official actions and decisions.

**RETENTION:**

Retain permanent after microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11103

**TITLE:** Board of Directors meeting agenda and minutes

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary administrative needs expressed by library and the secondary historical value of these records for researchers of library history and community studies.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11095

4

**TITLE:** Circulation records

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by patron name, or numerical by patron barcode number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated system is a record of all library materials checked out from the library system. It includes the item title, its identification number (barcode number), date item due, patron name and library card number.

**RETENTION:**

Retain until items returned and fees paid.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until items returned and fees paid and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the library.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11095

**TITLE:** Circulation records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11099

3

**TITLE:** Excessive fines and fees letters

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by patron name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Letters notifying patrons of excessive fines and fees owed to the library, include patron's name and address, and statement on amount owed, also computer printout of the account and a narrative outlining the problem.

**RETENTION:**

Retain until resolution or 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until resolution of problem, or 6 years, and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11099

**TITLE:** Excessive fines and fees letters

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11098

3

**TITLE:** Feasibility reports, analyses and studies

**DATES:** 1991-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Studies undertaken on various aspects of library operations and services, usually conducted in-house or by an outside vendor that has been presented to the library Board of Directors. These studies are done prior to making policy or planning decisions. Information included varies by study, but all include recommendations, date, and preparers' names.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 year and then delete provided administrative need has ended.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the library and the informational value of the records for policy development.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11098

**TITLE:** Feasibility reports, analyses and studies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11097

3

**TITLE:** General library policies

**DATES:** 1948-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

General operating policies including policy title, purpose, and policy statements officially adopted by the Library's Board of Directors, also documented in the Board of Directors Minutes (series 11103). Policies concern circulation, fines, disposal of public property, and meeting rooms.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary administrative needs expressed by the library and the secondary historical value to researchers of Utah library services.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11097

**TITLE:** General library policies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11096

3

**TITLE:** Housekeeping files

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

**AUTHORIZED:** 09/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11096

**TITLE:** Housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11088

4

**TITLE:** Library Board Updates

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Monthly updates on library operations provided to the Library Board of Directors as a monthly communication to inform the board on matters which do not merit discussion during board meetings. Include date and information on aspects of library operations.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/12/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative value has been met.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the administrative needs expressed by the library and the secondary value to researchers documenting the activities of the Davis County Library.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11088

**TITLE:** Library Board Updates

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c), UCA 63G-2-302(2)(a)

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11094

4

**TITLE:** Library ledger

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Ledger of fines paid for overdue library materials, used to daily balance library accounts and to serve as a backup record to verify whether fines listed in the computer system were paid. The ledger includes patron name, date, and amount of fine paid.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the library.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11094

**TITLE:** Library ledger

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)(c)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11105

3

**TITLE:** Lost book and refund receipts

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Receipts issued by the library when patrons pay for lost books, used to verify payment and issue refunds if book is found. Include patron name and identification number (barcode number), name of book paid for, amount paid and date, and total amount of receipt.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the library.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11105

**TITLE:** Lost book and refund receipts

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11093

3

**TITLE:** Materials selection policies

**DATES:** 1948-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Policies adopted by the Library Board of Directors concerning the selection of library materials and documented in the Board of Directors Minutes (series 11103). Includes policy title, purpose, and adoption date.

**RETENTION:**

Retain until superseded. Transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until superseded and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary administrative needs expressed by the library and the secondary historical value for researchers of Utah library services.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11093

**TITLE:** Materials selection policies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11092

3

**TITLE:** Memoranda file

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are official memoranda written to other government departments, officials, or library employees in the conduct of library business.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 7.

**AUTHORIZED:** 08/12/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11092

**TITLE:** Memoranda file

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. individual names

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11102

3

**TITLE:** Patron assistance publications

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Booklists, brochures, fliers, and other guides created by staff members to assist library patrons in locating materials and to publicize events and services provided by the library.

**RETENTION:**

Retain Until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary administrative needs expressed by the library and its secondary historical value to researchers documenting Utah library service.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11102

**TITLE:** Patron assistance publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11091

3

**TITLE:** Patron problem slips

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by patron name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These slips are created to track individual patron problems and to maintain a history on patrons with recurring problems. They include patron's name, identification number (barcode number), problem description, and resolution date.

**RETENTION:**

Retain Until resolved, or until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative value has been met and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the library.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11091

**TITLE:** Patron problem slips

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)(c)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 27809

1

**TITLE:** Photo release forms

**DATES:** 2011-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The photo release forms are used to obtain permission from patrons to use photographs in future publicity or presentations sponsored by the Davis County Library. The records are used as a protection against liability in use of personal photos. Records include name, address, phone number, signature, and date. Forms may include release by guardians for use of a minor's photograph. Photographs may be attached to the release form.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah). Library

**SERIES:** 27809

**TITLE:** Photo release forms

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11090

3

**TITLE:** Press release file

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain notices for library related events, booklists, that have been sent to local newspapers. They include name

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 20.

**AUTHORIZED:** 10/19/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the administrative needs expressed by the office. Press releases document an agency's activities and history and provide ongoing research value.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11090

**TITLE:** Press release file

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11087

3

**TITLE:** Registration cards

**DATES:** 1978-

**ARRANGEMENT:** Numerical by barcode number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This registration card is completed by patrons applying for a library card. The information is used for checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. The card becomes inactive after four years of nonuse and the information is deleted from the computer system. The card is retained for verification purposes. The card includes patron name, address, and telephone number, spouse's name, home and business telephone number, application date, birthdate, and names and birthdates of any children under the age of 18 applying for library cards.

**RETENTION:**

Retain 1 year after becoming inactive

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until patron becomes inactive for 3yrs, then retain 1 and then delete.

Paper: Retain in Office for 1 year after scanned and then destroy.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11087

**TITLE:** Registration cards

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the the administrative needs  
expressed by the library.

**PRIMARY CLASSIFICATION:**

Private                      UCA 6-2-302(1)(c)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11089

4

**TITLE:** Scrapbooks

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Scrapbooks of activities and programs of the Davis County Library System, include newspaper articles, and photographs.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary administrative needs expressed by the library and secondary historical value for researchers documenting Utah library services.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11089

**TITLE:** Scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11086

3

**TITLE:** Strategic goals and plans

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Statements regarding the library's role, plans for the development of operations and goals to achieve the plans, adopted by the Davis County Library Board of Directors. Plans are adopted periodically (every 3-5 years), goals are adopted both on a long and short term basis.

**RETENTION:**

Retain until superseded. Transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then transfer to State Archives.

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary needs expressed by the library and the secondary value for researchers documenting Utah library services and community studies.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11086

**TITLE:** Strategic goals and plans

(continued)

**PRIMARY CLASSIFICATION:**

Public